

**EPA REGION 9 PESTICIDE PROGRAM
PROCEDURE FOR REQUESTING FEDERAL INSPECTOR CREDENTIAL
11/27/2012**

The following is the procedure for the issuance/renewal of a Federal inspector credential. The procedure outlined below assumes:

- a) EPA has determined that issuance of credential is appropriate and in EPA's interest.
- b) An Enforcement Cooperative Agreement is in place between State/Tribe/Territory (S/T/T) and EPA-Region 9.
- c) An Authorization Agreement is in place between EPA and the S/T/T requesting credentials, per the September 30, 2004 memo "Guidance for Issuing Federal EPA Inspector Credentials to Authorize Employees of State/Tribal Governments to Conduct Inspections on Behalf of EPA."

State/Tribe/Territory

1. State/Tribe/Territory submits request for new/reissued credential either through hardcopy letter or email signed by the program manager to EPA Project Officer.
2. With credential request, S/T/T provides either:

New Credential Request

1 - Submit "Appendix A" (See attachment 1)
2- Submit completed "Program Specific Training List," with dates listed (See Attachment 2). It is expected that inspectors will keep records of required trainings for the duration of the Credential. EPA will address situations where records are not available on a case by case basis.

Credential Renewal¹

1 - Follow the "New Credential Request" procedure

OR

2 - Submit "State Inspector Training Credentials (Situation #2)" memo certifying all required training has been completed (see Attachment 3). Memo must be signed by inspector, the inspector's supervisor, and a second line supervisor. The "Situation #2" option is only available to inspectors who have been credentialed for a minimum of 7 years. It is expected that inspectors will keep records of required trainings for the duration of the credential. EPA will address situations where records are not available on a case by case basis.

EPA Region 9 will issue a blank credential and "FIFRA Credential Tracking Record" and send to the inspector's manager along with a memo providing instructions for the S/T/T on how to proceed.

¹ Based on Lisa Lund's 2009 memo, "Guidance for Documenting Required Inspector Training for EPA Employees Prior to Issuing Credentials (Pursuant to EPA Orders 3500.1 and 3510) If Training Certificates Are Not Available," and the subsequent 2012 Lisa Lund Memo, "State and Tribal Inspector Training Documentation."

State/Tribe/Territory will, upon receipt of the blank credential and "FIFRA Credential Tracking Record," will ensure that:

- a) The inspector signs the blank credential above the "Signature of Bearer" line;
- b) Two passport sized photos of the inspector are provided to EPA-R9;
- c) The inspector's manager signs the "FIFRA Credential Tracking Record" form, acknowledging receipt and transfer of the credential.

The S/T/T inspector's manager returns the Tracking Record and signed credential to the Project Officer via Certified Mail or Fed-ex.

Upon receipt of the assembled credential by S/T/T, Inspector's supervisor returns any expired credential and signed "Acknowledgment and Receipt" form to the Project Officer via Certified Mail or Fed-ex.

It is expected that upon receipt of all documentation from S/T/T, beginning with Step 1 of this process, the credential issuance process will take approximately six weeks.

Lost/Stolen Credentials

If a credential is lost or stolen, Region 9 will require a memo signed by the S/T/T program manager requesting a new credential plus the details of when the inspector last had their credential and when they discovered it was lost. The S/T/T should notify Region 9 as soon as possible.

Expired Credentials – Not to be renewed

If a credential has expired and the S/T/T chooses not to seek renewal, the S/T/T must return the expired credential along with a memo to the Project Officer indicating that the credential will not be renewed.

ATTACHMENT 1

Appendix A – Required Training Documentation/Certification by State/Tribe/Territory for Federal Inspector Credential

A) Training Certification

I certify that the below named individual has completed all inspector training as documented below. I further certify that the below named inspector needs credentials in order to conduct inspections on behalf of EPA pursuant to the authorization agreement.

Inspector Full Name:

(First, Middle Initial, Last) Victoria J.F. Matsumura

Inspector's Supervisor Full Name: Steven S. Ogata

Supervisors' Signature/Date: [Signature] 03/04/14

State/Tribal Organization/Department: Hawaii Department of Agriculture, Pesticides Branch

B) Training Documentation

- € Basic Inspector Training Course. Date completed: 02/26/13
 - € Initial Health and Safety Training Course. Date completed: 02/28/13
 - € Refresher Health and Safety Training Course. Last date completed:
 - € Mandatory Program Specific Training*. Statute: Cat 10 Date completed: 02/11/13
Field Training 02/11/13 to 09/11/13
- *Please attach a list of the Mandatory training items (including OJT and refresher) required for this statute from the Guidance, and list corresponding completion dates.
- € Training on the Terms and Conditions of the Authorization Agreement. 03/04/14

ATTACHMENT 2

Program Specific Training List Required for Federal Credential

Date: 03/04/14

Name of Inspector: Victoria J. F. Matsumura

State/Tribe/Territory: Hawaii

Department: HI. Dept. of Agriculture / Pesticides Branch

Mandatory Training EPA Order 3500.1

Federal Insecticide, Fungicide, and Rodenticide Act: **FIFRA Inspectors**

<u>Course</u>	<u>Date Taken</u>
24 or 40 Hour EPA Order 1440.2 H&S	02/28/13
8 Hour HAZWOPER Refresher (annually)	03/08/13
Basic Inspector Training	02/26/13
OECA Basic FIFRA Inspection Course "FIF901 Inspector Training"	02/12/13
OECA FIFRA CBI: (Security Officer 703-305-7248)	02/12/13
OECA FIFRA § 2 Definitions	02/12/13
OECA FIFRA § 3 (a), (b), & (d) Registration of Pesticides	02/12/13
OECA FIFRA § 5 Experimental Use Permits	02/13/13
OECA FIFRA § 7 Registration of Establishments	02/13/13
OECA FIFRA § 8 Books and Records	02/13/13
OECA FIFRA § 9 Inspection of Establishments, Etc.	02/13/13
OECA FIFRA § 10 Protection of Trade Secrets and Other Info	02/14/13
OECA FIFRA § 11 Use of Restricted Use Pesticides; Applicators	02/14/13
OECA FIFRA § 12 Unlawful Acts	02/14/13
OECA FIFRA § 13 Stop Sale, Use, Removal, and Seizure	02/14/13
OECA FIFRA § 14 Penalties	02/14/13
OECA FIFRA § 17 Imports and Exports	02/14/13
OECA FIFRA § 18 Exemption of Federal and State Agencies	02/15/13
OECA FIFRA § 23 State Cooperation, Aid and Training	02/15/13
OECA FIFRA § 24 Authority of States	02/15/13
OECA FIFRA § 25 (b) & (c) Authority of Administrator	02/19/13
OECA FIFRA § 26 State Primary Enforcement Responsibility	02/19/13
OECA FIFRA § 27 Failure by State to Assure Enforcement of State Pesticide Use Regulations	02/19/13
OECA FIFRA § 28 Identification of Pests; Cooperation with Department of Agriculture's Program	02/20/13
OECA FIFRA § 30 Minimum Training Requirements of Maintenance Applicators and Service Technicians	02/20/13
OECA 40 CFR Parts & §§: 152.1-152.30	02/20/13

OECA 40 CFR Parts & §§: 156
OECA 40 CFR Parts & §§: 162
OECA 40 CFR Parts & §§: 166
OECA 40 CFR Parts & §§: 167
OECA 40 CFR Parts & §§: 168.22
OECA 40 CFR Parts & §§: 169
OECA 40 CFR Parts & §§: 170

02/20/13
02/20/13
02/20/13
02/21/13
02/21/13
02/21/13
02/21/13

OECA FIFRA Inspection Manual (2002) or call 202-564-4157
OECA Label Review Manual 3rd Edition (2003) or 800-553-6841
OECA Antimicrobial Inspection Protocol or call 202-564-4161
OECA Worker Protection Inspection Guidance (2004) or call 202-564-44161
OECA Routine Biosecurity Procedures for EPA Personnel
OECA FIFRA Program inspectors review registered pest labels
Review completed program inspection reports.
OECA On-the-Job Training
OECA Media Refresher Training (identified by supervisor annually)

02/22/13
02/22/13
02/22/13
02/25/13
02/25/13
02/25/13
02/26/13
02/26/13

Completed Inspections for Victoria Jean Fickle Matsumura

Federal (Assist under Steven Ogata)

Name	Type of Inspection	date
James Campbell National Wildlife Refuge	Use	03/15/13
Kawailoa Wind, LLC	Use	10/11/13
ABC Corporation	Producer Establishment	06/13/13
Pheonix V, LLC dba BEI Hawaii/Campbell	Producer Establishment	06/18/13
Pheonix V, LLC dba BEI HawaiiBEI/Pacific Street	Producer Establishment	06/06/13
Pacific Island Chemical Company	Producer Establishment	03/01/13
Pioneer Hi-Bred International, Inc.	Producer Establishment	06/26/13
Syngenta Seed, Inc.	Producer Establishment	06/18/13
Uni-king of Hawaii, Inc.	Import	03/28/13
Uni-king of Hawaii, Inc.	Import	12/09/13
Uni-king of Hawaii, Inc.	Import	11/18/13
Uni-king of Hawaii, Inc.	Import	10/28/13
Uni-king of Hawaii, Inc.	Import	09/10/13
Uni-king of Hawaii, Inc.	Import	08/27/13
Uni-king of Hawaii, Inc.	Import	06/13/13
Uni-king of Hawaii, Inc.	Import	04/12/13

State Inspections FY 2013 (June to September 2013) (Under own credentials)

Ag use: 3
CAR: 4
MSI: 2
RUP Dealer: 4
Urban Structural

State Inspections FY 2014 (under own credentials)

Ag Use: 17
CAR: 8
Urban Structural: 8
MSI: 2
WPS T1: 3
WPS T2: 2

CERTIFICATE of COMPLETION

This is to certify that

Victoria "Tory" J F Matsumura

has satisfactorily completed the course
**Hazardous Waste Operations and Emergency Response
8 Hour Refresher Training**

(12W 29 CFR 1910.120)

given at

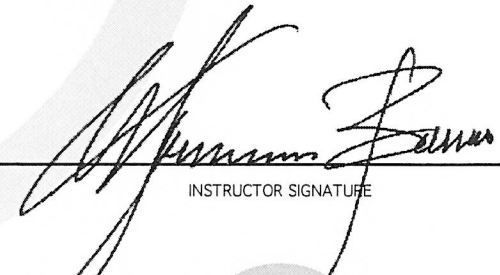
Occupational Training, Inc. Online

18 July 2014

COMPLETION DATE

19206

CERTIFICATE NUMBER



INSTRUCTOR SIGNATURE

OCCUPATIONAL TRAINING, INC.

PO BOX 971166

WAIPAHU • HAWAII • 96797-1166

occup.trng@otrain.com

